

2022 Club and Team Activity Guidelines



**Sanctioned by the
Ontario Cycling Association**

Updated Nov 18, 2021

Guidelines

- OCA Affiliated Member Clubs, Private Clubs/Groups and Private Race Teams hosting activities must adhere to the guidelines laid out in this document. Failure to adhere to the activity guidelines may result in access to the insurance program being jeopardized.
- For a Club or Team to have access to the insurance program, it must meet the following conditions to be eligible:
 1. All members must be registered OCA members in good standing and able to provide proof in the form of a current OCA membership card:
 - a. For Clubs
 - i. OCA Associate Club Membership
 - ii. OCA Provincial Race License
 - iii. OCA Issued UCI License
 - b. For Teams
 - i. Provincial Race License
 - ii. UCI License
 2. The Club/Team has a current (up-to-date) **Risk Management Plan** approved by the OCA for its reported activities. Clubs/Teams whose Risk Management Plan has not been approved will be notified, and activity coverage will not be granted until one is submitted that meets approval.
 - a. For the 2022 season, all Risk Management Plans and Ride Guidelines should incorporate any **COVID-19 protocols** still in place, including steps taken to mitigate the risk of transmission and how the Club/Team will be handling government and public health requirements (including screening/recording of participants).
 3. The Club/Team has a **Ride/Activity Guidelines** document which lays out how their activities are run. This document generally is provided to members so they are aware of the activity guidelines and their responsibilities prior to participating.

[EXAMPLE CLUB RIDE GUIDELINES](#)

4. The Club/Team's activities comply with the guidelines laid out in this document and have been previously reported to and approved by the OCA office.

[Activities Reporting Worksheet](#)

[DOWNLOAD Club/Team Activities Reporting Worksheet](#)

General Information

- With affiliation, Clubs/Teams are required to submit a schedule of planned club member activities they want covered under the core insurance program.
- Updates to this schedule must be sent in advance to support@ontariocycling.org for potential insurance coverage:

Type of Activity	Modification Activity Reporting Timeline	Addition of New Activity Reporting Timeline
NON-COMPETITIVE <i>(I.E. Group Rides, Indoor/Outdoor Training Sessions, Skill Seminars, Meetings)</i>	Prior to activity occurring	Prior to activity occurring
COMPETITIVE <i>(Time Trials, Pursuits, Other Competitive Activities)</i> <i>These activities may require an Event Sanctioning Permit be completed.</i>	Prior to activity occurring	Min. 3 Days

- The following information should be provided when adding or modifying a new activity:

Modification of Existing Activity

- ✓ Information on modification that was made

Addition of New Activity

- ✓ Date of Activity
- ✓ Estimated Start & Finish Time
- ✓ Cycling Sport Type
- ✓ Description of Activity
- ✓ Starting Location

- All activities must follow the Club/Team's OCA approved Risk Management Plan and Ride/Activity Guidelines to be eligible for coverage.
- For activities outside Ontario, it is imperative that Clubs and Teams are aware of the various provincial and state laws to ensure compliance. It is also highly recommended that all participants have Emergency Travel Medical Coverage that includes cycling when outside the province.

Safety & Risk Management Plans (RMP)

- All Clubs/Teams planning to organize activities for members under the core insurance program must have an OCA approved Risk Management Plan and Ride/Activity Guidelines.
- Club/Team affiliation will not be granted until the Risk Management Plan has been received by the OCA for that season and approved.

What is a Risk Management Plan?

- Risk Management Plans are common sense safety steps to implement at every activity.
- A Risk Management Plan show members how the Club/Team will reduce the potential risk to participants, as well as what will be expected of members to limit risk to themselves and others.
- Because members have their own responsibilities as part of these plans, Risk Management Plans and Ride/Activity Guidelines should be posted on the Club/Team website and made available to members.

Teams without activities to be covered by the Provincial Insurance Program need not submit a Risk Management Plan, however activities outside of sanctioned races for these groups will be unsanctioned and place the responsibility solely on the team management, ownership and individuals.

- A Risk Registry, which identifies potential specific risks, the likelihood of them occurring, and how to limit them, is also recommended.
- Club/Team Risk Management Plans should focus on the preventative measures being taken to reduce risk to members. This would include:
 - 1. Wearing of approved helmet when on the bike (MANDATORY)**
 - A requirement of the insurance program. Failure to adhere will void coverage
 2. Confirming all participants are valid OCA members
 3. Ensuring activities on the road follow the Highway Traffic Act and area bylaws
 4. Having access to a cell phone during activities for emergencies
 5. Designating a minimum of one trained Ride Leader for each activity
 6. Determining a manageable group size for the activity
 7. Promoting all participants have a working bicycle, are physically fit enough to participate and have sufficient fluid/food for the activity
 8. AND MUCH MORE
- Participants in an activity should be informed that the ultimate responsibility for safety rests with them, and should they feel unsafe, to let the Ride Leader know.

Ride/Activity Guidelines

- Ride/Activity Guidelines, also known as Ride Etiquette, differ from Risk Management Plans as they deal more with the format, expectations, and rules/protocols for the activity taking place.
- They often lay out specific details each member should know about the ride/activity including:
 1. What to expect
 2. What is expected of the participant
 3. Rules of the activity (including following the Highway Traffic Act or Trail Rules, top/average speed for the group, size of the group, drop or no drop policy, etc.)
 4. Ride formations & etiquette (ie. How we ride, how we rotate)
 5. Weather Policy
 6. Common communication terms or hand signals
 7. How to deal with incidents/emergencies
- Each Club/Team is responsible for their own Ride/Activity Guidelines document and ensuring this is available to members.

COVID-19

- For the 2022 season, Risk Management Plans and Ride/Activity Guidelines should reflect the COVID-19 situation in the province (and outside the province for those with activities outside Ontario).
- This includes incorporating items like any format changes, sign-up processes, screening, and other steps taken by the Club/Team to mitigate risk. With the constant public health changes, it is important to stay up to date with your local areas situation and health & safety recommendations.
- The latest OCA Return to Sport Updates will be posted on the COVID-19 page of the website at:

<https://www.ontariocycling.org/covid-19-information/>

NOTE: Due to the current COVID-19 situation in the province, some activity formats may not be possible (or require format adjusting) when following public health and government guidelines & restrictions.

Accidents/Incidents and Process for Reporting

- During an activity, if an individual is injured, their situation should be assessed on site by the Ride Leader (or any medical professional within the group). If necessary, emergency services should be contacted.
- For incidents where an injury is sustained, an OCA Sport Injury Report Form **MUST** be completed by the Club/Team, signed by a witness, and submitted within **30 DAYS**.
 1. A Club Executive Member, Team Manager, or designated Ride Leader should complete the form and submit it to the OCA on the injured party's behalf.
 2. Sport Injury Forms received more than **30 DAYS** after the incident may not be accepted as per program policy.
- In the case of serious injury (including suspected head injuries/concussions) or property damage, the OCA must be notified **ASAP** and an OCA Sport Injury Report Form must be submitted.
 1. Additional witness statements, list of names involved, photos of the scene, etc. may be asked for in the future by a claims investigator.
- Reporting should be objective and detailed as most litigation is brought forward years after the incident.
- It is up to the insurance provider to determine the level of additional reporting required and whether coverage can be granted.

[DOWNLOAD Sport Injury Report Form – Fillable PDF](#)

Sport Accident Claims:

- If, during an OCA sanctioned activity, a member is injured and may have medical expenses, the member may submit a Sport Accident Claim for potential coverage. This policy is secondary to Provincial Health Care Plan Coverage and any subsequent personal benefit plans.
 1. Members looking to submit a claim must first ensure that an OCA Sport Injury Report Form has been fully completed and submitted to the OCA to open a case file.
 2. Members have up to **90 days after the incident to file a Sport Accident Claim** (submitted to OCA for verification the activity was sanctioned. The OCA will then forward to the broker.)
 3. After the original submission to the broker, the injured party can expect to be contacted by a Claims Adjuster to provide more information.

[DOWNLOAD Sport Accident Claim Form & Other Insurance Forms](#)

Registered Activities

- All Club/Team member activities must be registered with the OCA by submitting the OCA Activities Worksheet (or a similar version of).

[DOWNLOAD Club/Team Activities Reporting Worksheet](#)

- Any Club/Team who has not had their activities approved will not have access to insurance program coverage.
- The act of submitting activity information to the OCA does not automatically qualify for approval. Activities are subject to approval by the OCA office and must follow the Club/Team Risk Management Plan and Ride/Activity Guidelines.
- All activities must follow applicable Highway Traffic Act, local area bylaws and private land owner rules.

NON - COMPETITIVE ACTIVITIES			
Activity Type	Club/Team Activity	Club/Team Activity Requiring Event Sanction Paperwork	Event Sanction (not considered a Club/Team activity)
Club/Team Member Group Ride or Tour Riding	X		
Club/Team Member Only Learn to Ride or Learn to Race Program	X		
Club/Team Member Youth Development Program	X		
Club/Team Member Only Indoor Training	X		
Club/Team Member Only Track Riding**	X		
Club/Team Member Only Cyclo-cross/MTB Riding	X		
Club/Team Member Meetings	X		
Activity with a registration fee open to other OCA members			X
Activity for Non-OCA Member			X (Ok with approved Club Try-Out Program Activity. Not Available for Teams)

*** If riding at the Mattamy National Cycling Centre, the club may be asked to provide a Certificate of Insurance to show proof of insurance coverage. This can be obtained through the OCA office*

Competitive Activities

- All competitive activities are required to follow the Highway Traffic Act and local bylaws.
 - Road courses should avoid stop lights and stop signs.
 - If your Time Trial has a stop sign on the course, you are required by law to stop.
 - MTB activities should be held with approval of the land owner

Any Club or Team found to be purposely abusing the HTA or land owner rules will have their activity allowance revoked and put their status as an OCA Affiliated Club/Team in jeopardy.

- Certain types of competitive activities may require an Event Sanction Application. These include, but are not limited to: Road Races, Criteriums, Cyclo-cross races, Mountain Bike races, Track racing, certain Interclub Events, etc.

COMPETITIVE ACTIVITIES			
Activity Type	Club/Team Activity	Club/Team Activity Requiring Event Sanction Paperwork	Event Sanction (not considered a Club/Team activity)
Club/Team Member Only Time Trial	X		
Club/Team Member Only Australian Pursuit		X	
Interclub TT or Aussie Pursuit (MAX 3 CLUBS)		X	
Club/Team Member Only Criterium			X
Club/Team Member Only Road Race			X
Club/Team Member Only MTB or Cyclo-cross Race		X	
Club/Team competitive activity with registration open to non hosting Club/Team members			X
Activity open to Non-OCA Members (<i>Approved Try-Out Activities Excluded</i>)			X (Club ITT's may be considered for Club Try-Out Program)

Any Club/Team looking to host a competitive activity for members outside the Club/Team can contact the OCA office for more information on Event Sanctioning requirements.

Below is a list of competitive events/activities that generally run during the year:

Activity	Description	Paperwork Requirement
TIME TRIALS	<ul style="list-style-type: none"> • Individual or Team Time Trials are permitted so long as they follow the Highway Traffic Act(HTA) and area bylaws if on the road, and general trail guidelines if off-road. • The use of marshals at corners to direct traffic is prohibited. <ul style="list-style-type: none"> ○ Marshals may direct riders and warn them of oncoming vehicles however it is still the responsibility of the rider and marshal to follow the HTA. • If the Club/Team is able to secure police to close the road, this should be indicated in its activity submission • The OCA may ask for an Event Sanction application to be provided to show the full aspect of the activity. 	Course Map Must Be Submitted
INTERCLUB ACTIVITY	<ul style="list-style-type: none"> • Activities that involve more than one Club (and no more than three (3) may be permitted. • Private Teams may not partake in an interclub activity but any member of the team who is a member of one of the participating Clubs is eligible. • The Clubs participating in an interclub activity must be specified during reporting of the activity (submitted with affiliation and in the Event Sanctioning Application). • Time Trials and Group Pursuits are eligible for Interclub Activity status. • Each Club’s Risk Management Plan should also include a section on how to deal with the risks that are potentially more likely during an interclub activity vs that of a normal Club ride. 	OCA Event Sanction Application May Be Required for Each Interclub Activity
GROUP / AUSTRALIAN PURSUIT	<ul style="list-style-type: none"> • This format, in which participants are grouped according to a handicapping system, has the advantage that it reduces the likelihood of large groups occupying the road for long periods. • The organizing group is responsible for the event management procedures, including ensuring that the size of the field and the number of riders within each group is not excessive as to jeopardize the safety of the participants. • Group pursuit events must still follow all Highway Traffic Act laws and local area bylaws, and may require a road use permit from the local jurisdiction. 	OCA Event Sanction Application Required for any Group/Aussie Pursuit Activity

CRITERIUM	<ul style="list-style-type: none"> • Criterium style events generally are not accepted under the Club/Team activities program. • Any Club granted permission to host a Criterium activity for Club members will be subject to the Event Sanctioning Application process. • Depending on the scope of the activity, a sanctioning fee may be required at the discretion of the OCA Events Department. 	OCA Event Sanction Application required
ROAD RACE	<ul style="list-style-type: none"> • Mass start road races are NOT permitted under the Club/Team activities program. • Clubs or Teams looking to host a road race style event require the submission of an Event Sanctioning Application. • A sanctioning fee (along with other potential requirements) may be required. 	Event must be sanctioned through OCA Events Department
MOUNTAIN BIKE XC RACE	<ul style="list-style-type: none"> • All mountain bike mass start races require an Event Sanctioning Application be submitted. • A sanctioning fee (along with other potential requirements) may be required • If approved as a Club/Team activity, the activity is restricted to the host Club/Team's own members. 	OCA Event Sanction Application required
CYCLOCROSS RACE	<ul style="list-style-type: none"> • All cyclocross races require an Event Sanctioning Application be submitted. • A sanctioning fee (along with other potential requirements) may be required. • If approved as a Club/Team activity, the activity is restricted to the host Club/Team's own members. 	OCA Event Sanction Application required
TRACK RACING	<ul style="list-style-type: none"> • All events of a competitive nature taking place at a track/velodrome are not permitted under the Club/Team activities policy. • Clubs or Teams looking to host a track race require the submission of an Event Sanctioning Application. • A sanctioning fee (along with other potential requirements) may be required. 	Event must be sanctioned through OCA Events Department
OTHER	<ul style="list-style-type: none"> • Any other competitive event that is not captured by the above definitions requires prior OCA approval through the submission of an Event Sanction Application. A sanction fee may be required. 	

Club or Team Activity Participation

- All riders participating in a Club/Team activity MUST be a member of the Ontario Cycling Association for that season. (*Exception being those who are participating in OCA Approved Club “Try Out” activities*)
 1. OCA membership cards should be shown and we recommend clubs verify vs a member list prior to the ride for activities with sign-up in advance.
- Activities open to non-OCA members (and do not fall under the Try-out Program) require an EVENT SANCTION and are covered by a separate sanctioning and insurance fee. *PLEASE CONTACT THE OCA OFFICE FOR MORE INFORMATION.*
- Any non-OCA member from another province/country who wants to ride with an OCA Affiliated Club must either take out an OCA Associate Club Membership for that Club OR be participating in a Club’s approved Club Try-Out Activity. The rider will be subject to the rules of the Club Try-out Program.
- Clubs may charge a fee for certain Club member only activities.

Any activity with a registration fee or donation requirement over \$10 that is open to non-Club or Team members is subject to Event Sanctioning at the discretion of the OCA office.

Allowing Other OCA Members to Join Your Club’s Activity

- An OCA member is eligible to participate in another Club’s activity (at the host Club’s discretion).
- Visiting OCA members must prove their membership by showing an OCA issued Associate Club Membership, UCI License or Provincial Race License.
- The fact that one is a member of another OCA Club or Team does not give them an automatic right to participate in a different Club’s activities. This is at the discretion of the Club.
- All participants must comply with the rules, Ride Guidelines and Risk Management Plan of the hosting Club.

Allowing Non-OCA Members to Join Your Club Activity

- Any non-OCA member (including those in another province or country) who wants to ride with an OCA Affiliated Club must purchase either an OCA Associate Club Membership or Provincial Race License for that Club OR be participating in an approved Club Try-out Activity. The rider will be subject to the rules of the Club Try-out Program.
- For Private Teams, non-OCA members are not permitted for OCA approved Team Activities unless given prior consent.
- Any Club/Team found allowing non-OCA members to participate (excluding those clubs approved to host a Club Try-Out Program activity) will find their insurance coverage and affiliation status in jeopardy.

Club Try-Out Program

- The OCA's Club Try-out Program is an opportunity for clubs to apply to host member recruitment activity days for non-OCA Members.
- The Club Try-Out Program is for rides, skill clinics, and the occasional Time Trial only. Any other form of activity is not considered for Club Try-Out Program status at the present time.
- Clubs may host a maximum of three (3) Try-Out opportunities per month.
- Non-OCA members may participate in up two (2) Try-Out activities in a season before they must choose if they are going to join the Club or not.
- Clubs should use the Try-Out Program as a way to market its programming, activities, and benefits to the public and not as a way to accommodate a last minute request from an individual.
 - This is a great tool to market your club to the general public
 - Some of the more successful uses of the program to date have been in pre-arranged activities weeks and sometimes months in advance
- **Private Teams are not eligible for the Club Try-Out Program.**
- For more information about the Try-Out Program, please read the Try-Out Program Package at <https://www.ontariocycling.org/ontario-cycling-clubs-teams/forms-literature/>

Trail Building/Maintenance

- Trail building/maintenance can be complex in nature due to the potential long-term and short-term liability it presents.
- Generally, trail builds/maintenance may only be approved if the completion of the build is for immediate Club/Team use (similar to that of a race course build) and will be torn down immediately after use.
- Unfortunately, under the current core insurance program, trail building or maintenance that will be for public use (whether solely or in addition to the Club/Team's activity) cannot be covered due to the increased risk of liability.
- The OCA and other Provincial Cycling Sport Organizations are currently sourcing out potential options for Clubs looking to do trail building/maintenance that falls outside of what is allowed by the core insurance program.

Updates on this will be forwarded to Clubs/Teams and posted on the OCA website when available.

Alcohol

- Activities that have an alcohol component (Pub Night, Movie Night, Awards Banquet, etc.) are not covered under the core insurance policy.
- A separate insurance certificate can be obtained for these events from the insurance broker at an additional cost if desired.
- It will be up to the organizing group to ensure that anyone served alcohol is not impaired.
- Clubs/Teams are encouraged to use third party vendors to serve Alcohol at any social functions and that they obtain a Certificate of Insurance from the vendor naming the Club/Team and the OCA.
- Any Certificates of Insurance issued by the OCA insurance provider will not include third party vendors.
- If no alcohol is being served, but a Club will have an alcohol vendor promoting a product with free samples, or prize giveaways, a certificate of insurance should be obtained to protect the Club/Team.